



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 17, 2022

**DIVISION MEMORANDUM**

No. 47, s. 2022

**FINDINGS AND WAYS FORWARD ON RISK AND OPPORTUNITY ASSESSMENT,  
STRENGTH, WEAKNESSES, OPPORTUNITIES, THREAT (SWOT), AND  
INTERESTED PARTIES NEEDS AND EXPECTATIONS**

To: Top Management  
Quality Management Representative  
Deputy Quality Management Representative  
Quality Management Secretariats  
Division Quality Management System Teams  
Process Owners  
Unit Heads  
All Others Concerned

1. Based on the conducted Division Management Review on January 07, 2022 as per Division Memorandum No. 16, s. 2022 entitled Notice of Virtual Management Review, this Office through the Risk Management Team directs all concerned units and functional divisions to comply on the following recommendations and ways forward based on the findings during the said activity with regards to the Updates on Risk and Opportunity Assessment, SWOT, and Interested Parties Needs and Expectations, to wit:
  - a. all Risk and Opportunity Assessments, SWOT, and Interested Parties Needs and Expectations that were not updated as of December 2021 shall be updated as of the date mentioned and submit the same in hard copy for signature of authorities on or before January 21, 2022;
  - b. documents that do not have complete signatures based on the submitted hard copies must be complied with;
  - c. all signed documents from 2020-2021 must be uploaded to the shared Google Drive DSCM-QMS-ISO PORTAL 2020-2021;
  - d. all programs of SGOD and learning areas of CID must have their separate reports and the same shall be uploaded to their designated folders before submitting the consolidated reports of the two functional divisions;
  - e. after updating, if the new risk grading has no improvement, the concerned units/ functional divisions/ program holder shall think of and apply other strategies to address the risk/ gap;
  - f. new found risk/s, interested parties need and expectations, and SWOT must be included in the updating of the reports;
  - g. all Quality Management System Teams, units, and functional divisions shall regularly conduct a review of their processes with



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regards to Risk and Opportunity Assessment Registry, SWOT, and Interested Parties to assess the processes; and

- h. for future updating and reporting, the following are the signatories for SWOT, Risk and Opportunity Assessment Registry and Interested Parties:

Prepared by: UNIT HEAD/ In-Charge

Reviewed by: CID Chief ES and SGOD Chief ES

Recommending Approval: ASDS

Approved: SDS

2. This issuance aims to ensure a Quality Management System among all processes in the whole Division.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

**DANTE G. PARUNGAO, CESO VI**

Officer-In-Charge

Office of the Schools Division Superintendent

